

Assistant City Manager



Job Code: 1950
Grade: 142
Reports to: City Manager
Salary Range: \$96,933 - \$153,131
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult professional and administrative work in assisting the City Manager in a variety of assignments relating to the planning, direction, control, and evaluation of the operations and programs of the City Government; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification works under the general supervision of the City Manager. Supervision is exercised over City staff as assigned.

ESSENTIAL FUNCTIONS

Assisting the City Manager with the direction, control, and evaluation of City operations.

EXAMPLES OF WORK

- Coordinates the City's economic development activities and assists the Economic Development Committee.
- Assists with strategic planning, budgeting, organizational issues, problems and opportunities and special projects.
- Coordinates environmental issues and initiatives and assists Environmental Affairs Committee.
- Oversees the public information process and staff.
- Oversees and participates in the preparation, presentation, and implementation of the budgets of the City.
- Prepares material for City Council agendas, attends Council sessions, provides information or technical assistance, and prepares research reports and follow-up as required.
- Guides and assists other departmental directors and coordinates, troubleshoots, and oversees specialized projects and programs.
- Represents the City Manager in the latter's absence, serves as City Manager in the City Manager's absence.
- Serves on various internal and external committees as required.
- Responds to inquiries from the Mayor and City Council and the public.
- Performs liaison activities to local and governmental agencies and organizations.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the public management and organization theories, principles, practices, and techniques at the local level; comprehensive knowledge of the organization, function, and methods of operation of the City's legislative, executive staff, and operational departments; comprehensive knowledge of the basic laws, ordinances, and regulations applicable to budget preparation, approval, and administration and other underlying the municipal corporation; thorough knowledge of municipal finance and administration; general knowledge of the theories, principles, and practices of public personnel administration; ability to analyze and develop budget estimates; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures; ability to communicate ideas effectively orally and in writing; ability to establish and maintain

effective working relationships with City, State, and other officials, civic and business leaders, Mayor, City Council, employees and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Master's Degree in Public or Business Administration or a field relating to the area of supervision. Eight (8) to ten (10) years of progressively responsible experience in field related to the departments which are supervised by this position, the majority of which shall have been in a managerial capacity; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires reaching, standing, walking, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.